

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY AGENDA

February 15, 2018, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of January 19, 2018..... 1-3
- IV. Approval of Bills for February 2018..... 4
- V. Communications 5-10
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Board Meeting Attendance Record
 - 4. Lawsuit Update
 - 5. Community Oriented Police Officer
 - 6. Final PHAS Score
 - 7. Section 8 Funding/Utilization
 - 8. Monthly Rental Status Update
 - 9. End of Participation Tracker
- VI. Old Business
 - 1. Approve Installation of new camera system.....11-12
- VII. New Business
 - 1. Review Operating Reports..... 13-16
 - 2. Approve Resolution 02-18 Annual Civil Rights Certification..... 17-19
 - 3. Review and Approve City Budgets..... 20-37
 - 4. Approve Contract for Office Renovation..... 38-39
 - 5. Review Proposals for New Copier and Tech Support..... 40-41
 - 6. Approve Triennial Re-exams..... 42
- VII. Election of Officers..... 43
 - 1. Chairperson
 - 2. Vice-Chairperson
- VIII. Review of By-Laws for Revisions 44-46
- IX. Executive Director’s Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 15, 2018
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 18, 2018 7:00 a.m.

Members Present: Linda Klemesrud, Jeremy Heyer, Stewart Coulson and Carol Tyler. Absent: Eric Miller. Others present: Heidi Nielsen, staff

Call to Order. Board Chairperson Heyer called the meeting to order at 7:10 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 21, 2017. Coulson moved, Tyler seconded the motion to approve the minutes of December 21, 2017 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen state that all bills were routine in nature except for the audit bill. Coulson moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$90,005.34. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the capital funding, rehabilitation grant, Section 8 utilization, rental status, and end of participations. Also discussed were the plans for the office remodel and Nelrod Conference in March. No action was required. Board member Klemesrud arrived during discussion.

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen pointed out that the maintenance employment accounts appeared to be over-spent, but would level out with Steve's retirement. There were no questions and no action was required.

Resolution 01-18 Approving Emergency Transfer Policy. Nielsen explained the requirement for the policy in the Violence Against Women Act. The policy was discussed, and Nielsen explained that the policy was based on a HUD model policy and that due to the limited options for transfer that any requests would be made handled on a case-by-case basis. Coulson made a motion to approve Resolution 01-18. Klemesrud seconded the motion. Ayes: Heyer, Klemesrud, Coulson, and Tyler. Nays: 0. Motion carried on roll call vote.

Accept Audit Report for FYE 06/30/2017. Brad Berthiaume from Collins & Associates was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of Collins & Associates responsibilities for the audit. Mr. Berthiaume also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit and noted that there was a \$107,796 increase in current assets from the previous year. He reviewed the financial statements and explained that capital assets increased \$17,000 and that a

large portion of the \$146,724 change in net position was due the capital grants. He stated that there was nothing out of the ordinary under the Notes to the Financial Statements. In the Independent Auditor's report on internal control he stated that there were no deficiencies. Mr. Berthiaume reviewed the Schedule of Federal Expenditures and stated that the Housing Choice Voucher Program was a major program. He informed the board that the report regarding compliance with program regulations was an important report and there were no instances of non-compliance. He reviewed the final report and stated that because the Housing Choice Voucher Program was considered a major program, it was tested to determine compliance. He reported that there were no findings regarding internal control over the financial statements and federal awards and that the files tested were also in compliance. The last page of the report identified no findings with the previous audit. In addition, he explained that most of payables recorded were because the City paid the Authority's bills from the City bank account and transferred the funds from the Authority's bank account to the City's the following month. There were no questions from the Board and the call was ended. Nielsen stated the audited statement had been submitted to HUD and were being reviewed. Coulson motioned to accept the audit report and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Replacement of Security Camera System. Nielsen explained that the hard drive was out on the DVR at Morningside. The board was informed that three companies were contacted to obtain proposals and at the time the agenda was prepared only one had responded. Electronic Engineering has provided two options. The first was to install a new DVR for \$6,875 or a new system for \$18,080. Nielsen stated that CEC had provided a quote for a new hard drive for \$3,000. Nielsen requested that they be removed from consideration because of the excessive cost of tech support and the fact that they failed to provide any other options. Nielsen also explained that due to the cost of a new system, the City Council would need to approve the project and may not approve with only one quote. Coulson stated that it made sense to replace the system but due to the amount of money being spent would like to see some more quotes. Nielsen agreed and requested a motion to table the decision. Tyler made a motion to table the replacement and it was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Approve Contract for Feasibility Study for Capital Improvements. Nielsen explained the purpose of the study was to ensure that the necessary funding was available and assist in scheduling upcoming projects. Nielsen reviewed the 5 proposals received and requested approval of the proposal from WWA they were the low quote of \$4,800 and were able to work within our time constraints. They also proposed removing the window project from the scope of the feasibility study and submitted a separate proposal for preparation of the specifications and administration of bidding and project for \$3,200. Coulson motioned to approve retaining WWA for the feasibility study and the window project. Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Renewal of Contract with the DIA. Nielsen requested approval of the 28E agreement with the state to assist with fraud investigations. Nielsen explained that the agreement must be renewed annually, and the hourly rate will remain the same under the new agreement. The advantages of the agreement were also discussed. Coulson moved to approve the renewal and it was seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen reported on the progress being made with the replacement for Officer Vetter's position, and reported that due to inadequate response from the procurement consultant, other options will be explored.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 8:03 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
February 2018**

Customer	Description	Amount
Arnold Motor Supply	maintenance parts	11.77
Asbestrol, Inc.	tile removal SCT	2,470.50
Business Card	back up service/	
C.Naber & Associates	accounting fees	545.00
CenturyLink	phone bill	208.48
Charles City Press	ads for housing	316.78
Cintas	rug service	53.76
City of Charles City	water/sewer/URP/S8 inspectins	534.00
Gardiner Thomsen	single audit fee	3,500.00
HAPS	Feb HAPS	63,930.42
Hockenson Plumbing	maintenance parts	230.81
Iowa Department of Transportation	fuel	228.71
Jendro Sanitation	trash service	727.00
John Deere Financial	Theisens purchases	39.36
L&J Industries, Inc.	maintenance parts	13.60
Lessin Supply Co.	maintenance parts	6.30
Marco, Inc.	copy costs	96.52
Mid American Energy	electric/gas/URP	
Mike Moistead Motors	truck repairs	720.51
Noah, Smith & Schuknecht, P.L.C.	legal fees	128.00
On-Site Information Destruction	shred service	45.00
PHADA	member dues/compensation report	710.00
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	service treatment costs	165.00
Productivity Plus Account	maintenance parts	686.35
Quality Auto Service	truck repairs	37.80
R&S Mowing LLC	ice melt	1,197.00
Schueth Ace Hardware	maintenance parts	1,580.21
Sherwin Williams	paint	176.45
Skott & Anderson Architets	office remodel plans fee	1,280.00
Staples Advantage	office items	109.78
Superior Lumber	maintenance parts	304.68
T-J Service	maintenance parts and service	239.98
Titus Lock Services	lock repair	70.00
US Cellular	cell phone bill	
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal back ground fee	
		80,669.88

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. While we are waiting for the results of the feasibility study, we will be concentrating on routine maintenance, and the office construction project. We are meeting with the architects on February 15th to start work on the specifications for the window project.
2. Rehab Update. We only had one application returned of the 59 additional applications that were sent out to the expanded target area. This gives us a total of nine and we will need at least a couple more applications to show that there is homeowner interest. So, we sent a second mailing to the owner-occupied properties in the expanded area.
3. Board Meeting Attendance Record. See attachment.
4. Lawsuit Update. The attorney's have notified us of an extension to the Governments deadline for filing a response. It has been extended to March 19, 2018. The government has been sending out the money owed the housing authorities from the initial suit.
5. Final PHAS Score. We were notified by HUD that the PHAS score has been finalized and we retained our initial score of 91 and High Performer status. We will be able to keep this score for the next two years. As a small agency we are only assessed a score every three years. They will issue a score for the exempt years, so we know how we are doing, but it is not an official score. A copy of the report from HUD is attached.
6. Community Oriented Police Officer. The Police Department has filled the vacant position resulting from Officer Vetter's retirement. Officer Duane Ollendick took over the duties on February 5th. We look forward to working with him.
7. Section 8 Funding/Utilization. See attachment
8. Monthly Rental Status Update.

Month of February 2018	Total Leased 2/1/18	New Leases	Removed Or Moved	Total Leased 3/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	0	131	10	1	0
Morningside 16 Units	15	1	3	13	2	4	2
Section 8 197 Units	173	3	8	168	42	12	3

Declined Assistance (3) Over Income (1) Denied () Insufficient Address ()

Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
Voucher Expired () Purged ()
Terminations: PH (3) S8 (3)

9. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE
JAN 2017 – DEC 2017**

2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
Miller	X	X	A	X	X	X	X	X	X	A	X	A	9
Heyer	X	X	X	A	X	X	A	X	X	X	X	X	10
Coulson	X	X	A	X	X	X	X	X	X	X	X	X	11
Klemesrud*		X	X	X	X	X	X	A	X	A	X	A	8
Tyler	X	X	X	A	A	X	X	X	X	X	X	X	10
Haglund*	A												

* Indicates members beginning or ending appointment during the calendar year (all shaded spaces indicate the member was not appointed to the board during that month)

"X" – In attendance

"A" – Absent



U.S. Department of Housing and Urban
 OFFICE OF PUBLIC AND INDIAN HOUSING
 REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 01/26/2018

PHA Code	IA002
PHA Name	Charles City Hsg and Redev Authority
Fiscal Year End	06/30/2017

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	20	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	91	100
Designation Status:	High Performer	
Published 01/26/2018	Initial published	12/28/2017

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	N/A	
2. Timeliness of Fund Obligation Points		5
Occupancy Rate:		
3. Occupancy Rate %	97.30	
4. Occupancy Rate Points		5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/16	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)		
4	D		E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
5													
6													
7	CY 2017												
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$18,274	\$140,812	\$48,658	\$51,440	\$138,030		
9	February	\$18,274	163	\$51,440	\$52,253	\$17,481	\$17,580	\$138,030	\$48,658	\$51,440	\$135,248		
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$17,327	\$135,248	\$48,658	\$52,930	\$130,976		
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$15,009	\$130,976	\$48,658	\$52,930	\$126,704		
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$9,844	\$126,704	\$48,658	\$52,930	\$122,432		
13	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$6,155	\$122,432	\$48,658	\$52,930	\$118,160		
14	July	\$6,155	172	\$40,226	\$58,340	-\$11,959	-\$11,934	\$118,160	\$48,658	\$40,226	\$126,592		
15	August	-\$11,934	170	\$65,382	\$62,882	-\$9,434	-\$9,309	\$126,592	\$46,709	\$65,382	\$107,919		
16	September	-\$9,309	180	\$73,982	\$67,100	-\$2,427	-\$2,395	\$107,919	\$48,658	\$73,982	\$82,595		
17	October	-\$2,395	181	\$69,382	\$67,048	-\$61	\$104	\$82,595	\$48,658	\$69,382	\$61,871		
18	November	\$104	180	\$64,946	\$68,223	-\$3,173	-\$3,145	\$61,871	\$48,659	\$64,946	\$45,584		
19	December	-\$3,145	176	\$65,007	\$65,407	-\$3,545	-\$3,385	\$45,584	\$48,659	\$65,007	\$29,236		
20	Total			\$693,525	\$715,604		\$2,957		\$681,949	\$693,525			
21													
22	CY 2018												
23	January	-\$3,385	173	\$68,442	\$64,233	\$824	\$1,169	\$29,236	\$68,442	\$68,442	\$29,236		
24	February	\$1,169	169	\$68,442	\$62,947	\$6,664	\$6,664	\$29,236	\$68,442	\$68,442	\$29,236		
25	March	\$6,664		\$68,441		\$75,105	\$75,105	\$29,236	\$68,441	\$68,441	\$29,236		
26	April	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
27	May	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
28	June	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
29	July	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
30	August	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
31	September	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
32	October	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
33	November	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
34	December	\$75,105				\$75,105	\$75,105	\$29,236		\$0	\$29,236		
35	Total			\$205,325	\$127,180	\$345	\$75,105		\$205,325	\$205,325			

END OF PARTICIPATION
TRACKER
2017-2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													8
ZERO HAP	1	1	1	1	1	3		2					2
MUTUAL RESCISION	1	1			1	1							3
ANNUAL RE-EXAM SEARCHING	1	1	2	1	1	1	1	1					6
PORT-OUT ABSORBED			1			1	3						5
PORT-OUT SEARCHING	1	1	1					2					4
PORT-OUT BILLING			1										0
DECEASED													0
MOVED IN VIOLATION	1	2	2	2	2	2	1	1					10
EVICTED							1						1
UNAUTHORIZED LIVE-IN	1	1	1	2	1			1					5
VIOLATION OF FAMILY OBLIGATION													2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					1								1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO								1					1
FAILURE TO FOLLOW THROUGH													0
FRAUD						1							1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION					1								1
VOUCHER EXPIRED						7							7
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD		1	1		4	1	1						8
TOTALS	4	8	5	8	11	16	6	8	0	0	0	0	65
PUBLIC HOUSING													
LEFT IN GOOD STANDING		2	3	2		1	1						8
DECEASED													1
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1					1	1	1					3
EVICTED					1			2					3
UNAUTHORIZED LIVE-IN		1											1
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	1	3	3	2	1	1	2	3	0	0	0	0	16

REQUESTED ACTION: Approve contract with Home Town Security to replace current camera system at Morningside.

Comments: As was reported last month, the hard drive has gone out on the DVR for the cameras at Morningside. We contacted CEC, our current camera vendor from Cedar Rapids, Electronic Engineering from Mason City, and Andy Lusk from Charles City, and asked them to provide us with some options. Initially, Electronic Engineering was the only vendor to provide us with some quotes.

They provided us with two different options, to replace the DVR at a cost of \$6,875 or replace the complete system at a cost of \$18,080. Just before the January meeting, CEC submitted a quote for the replacement of just the DVR at a cost of \$3,795.60. They were removed from consideration, because they did not provide us with any other options as requested.

The decision was made at the January meeting to table the decision until we had some additional quotes. We received quotes from Iowa Surveillance Team for \$13,569.78 and Home Town Security LLC for \$9,924.95 to replace the camera system. Iowa Surveillance Team also gave us an alternate proposal which just increased the memory in the DVR from 4 to 8 terabytes. The total quote for the alternate proposal was for \$14,009.80

It looks like we will still have the DVR in the garage at Morningside, but Iowa Surveillance Team provided us with a demo of the system to show us the improved quality of the video and ease of use. However, we are requesting approval to contract with HomeTown Security for the camera system because they provided the requested system for the least cost. Steve Merrill from Home Town Security will be at the meeting to answer any questions. A tabulation of the quotes is attached.

We also will be able to salvage some of the existing cameras and use them at the office and connect them directly into our network. A couple of locations being considered are the lobby and laundry room.

	Electronic Engineering	Iowa Surveillance Team	Home Town Security
Cameras – PTZ	8 at \$1,350 = \$10,800	8 at \$949.99 = \$7,599.92	10 at \$633.171 = \$6,331.71
Cameras – Fixed	2 at \$595 = \$1,190	2 at \$149.99 = \$299.98	Not Included
Wireless Links	4 at \$245 = \$980	Not Included	2 at \$137.325 = \$274.65
POE Switch	1 at \$295	2 at \$379.99 = \$759.98	1 at \$221.27
POE Injectors	2 at \$85 = \$170	Not Included	Not Included
Cat 6 Cable	\$845	\$250	\$448.33
Misc. supplies	\$150	\$429.92	\$353.34
Camera Licenses	10 at \$100 = \$1,000	Not Included	Not included
Installation	\$2,800	\$2,460	\$880
Monitor	Not Included	23" Monitor @ \$169.99	24" Monitor @ \$177.36
DVR	Not Included	4 TB @ \$1,599.99	NVR 6 TB @ \$1238.29
Total	\$18,080	\$13,569.78	\$9,924.95

MEETING DATE: 2/15/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The January 2018 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	4,492.16	27,566.50	68.92	12,433.50
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	25.00	1,379.34	34.48	2,620.66
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	40,987.00	286,544.00	57.31	213,456.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,437.00	5,864.25	48.87	6,135.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	5.00	508.25	25.41	1,491.75
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,155.00	104,895.00	47.68	115,105.00
	PUBLIC HOUSING TOTAL	778,000.00	60,101.16	426,757.34	54.85	351,242.66
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	88,802.00	7,668.60	52,884.97	59.55	35,917.03
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,947.00	501.94	3,525.16	50.74	3,421.84
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	654.56	4,692.53	57.87	3,416.47
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	.00	22,503.53	56.19	17,548.47
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	.00	220.16	67.53	105.84
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	.00	.00	3,025.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	16.57	2.76	583.43
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	410.19	8.20	4,589.81
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,164.75	11,244.12	28.11	28,755.88
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	4,515.79	31,589.46	65.81	16,410.54
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,574.99	11,010.78	57.95	7,989.22
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,654.71	12,335.95	49.34	12,664.05
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,880.00	62.67	1,120.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	6,710.95	19.17	28,289.05
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	224.00	5.60	3,776.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	1,764.14	56.91	1,335.86
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	35,000.00	827.15	12,360.43	35.32	22,639.57
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	66.81	166.81	8.34	1,833.19
173-532-6442	PILOT-PUBLIC HOUSING	41,000.00	.00	37,840.52	92.29	3,159.48
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	34,000.00	100.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	8,025.48	16,879.44	48.23	18,120.56
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	3,140.11	50,108.80	66.81	24,891.20
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,000.00	37.50	25,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	594,961.00	32,221.91	327,378.51	55.03	267,582.49
173-536-6010	SALARY - PH MAINT	98,643.00	14,813.56	80,859.81	81.97	17,783.19
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	446.63	1,622.01	32.44	3,377.99

REVENUE & EXPENSE REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	1,154.82	6,040.48	76.18	1,888.52
173-536-6130	IPERS - PH MAINT	8,899.00	670.24	6,686.38	75.14	2,212.62
173-536-6150	HEALTH INS - PH MAINT	36,750.00	.00	13,898.39	37.82	22,851.61
173-536-6151	LIFE INS - PH MAINT	200.00	.00	139.65	69.83	60.35
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	.00	.00	2,181.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	40.05	7.28	509.95
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	1,125.00	125.00	225.00-
173-536-6412	HEALTH SERVICES- PH MAINT	1,000.00	.00	.00	.00	1,000.00
	PUBLIC HOUSING MAINTENANC TOTA	162,052.00	17,085.25	110,411.77	68.13	51,640.23
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	20,987.00	10,794.00	11,032.94-	52.57-	32,019.94

REVENUE & EXPENSE REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	191.16	1,126.28	75.09	373.72
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	690.00	1,756.00	35.12	3,244.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	68,442.00	447,367.00	71.01	182,633.00
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	7,960.00	60,120.00	60.12	39,880.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	1,022.00	102.20	22.00-
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	738,500.00	77,283.16	511,391.28	69.25	227,108.72
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	38,058.00	2,531.08	20,709.20	54.41	17,348.80
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	2,988.00	169.52	1,397.02	46.75	1,590.98
174-533-6130	IPERS -SECTION 8	3,488.00	216.88	1,840.12	52.76	1,647.88
174-533-6150	HEALTH INS - SECTION 8	17,165.00	.00	9,644.39	56.19	7,520.61
174-533-6151	LIFE INS - SECTION 8	250.00	.00	111.18	44.47	138.82
174-533-6160	WORK COMP - SECTION 8	2,035.00	.00	.00	.00	2,035.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	11.03	2.76	388.97
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	3,267.34	217.82	1,767.34-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,250.00	9,829.00	65.53	5,171.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,730.00	49.43	1,770.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	320.00	4,575.32	57.19	3,424.68
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,670.00	11,913.00	74.46	4,087.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	300.00	2,385.00	39.75	3,615.00
174-533-6444	PORTABILITY VOUCHER	40,000.00	14,800.42	98,311.92	245.78	58,311.92-
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	46,246.06	339,107.06	67.42	163,892.94
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	5,000.00	100.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,000.00	266.50	1,363.69	34.09	2,636.31
	SECTION 8 VOUCHER TOTAL	668,684.00	67,990.46	511,195.27	76.45	157,488.73
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	69,816.00	9,292.70	196.01	.28	69,619.99

16

MEETING DATE: 2/15/18

RE: Approve Resolution 02-18 Annual Civil Rights Certification

REQUESTED ACTION: Approve Resolution 02-18 Annual Civil Rights Certification.

Comments: President Bush passed the Housing and Economic Recovery Act of 2008 (HERA) on July 30, 2008. Sections 2701 and 2702 of Title VII of the Act amends section 5A of the 1937 Housing Act and exempts qualified agencies from completing and submitting an Annual Plan. However, it requires the following civil rights certification to be done and submitted annually:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

A qualified agency is one who administers fewer than 550 combined public housing and section 8 units, is not designated as troubled and has not had a failing score under SEMAP during the prior 12 months.

RESOLUTION NO. 02-18

ANNUAL CIVIL RIGHTS CERTIFICATION

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, Section 2072 of HERA requires each qualified public housing agency to make the following civil rights certification:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing, and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding civil rights certification and will operate the programs of the agency in compliance with the certification to the fullest extent possible, and; authorize their approval for its submission to the Department of Housing and Urban Development.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF FEBRUARY, 2018.

Jeremy Heyer, Board Chair

ATTEST:

Heidi Nielsen, Director

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2018-2019.

Comments: The attached budgets have been prepared based on past trends and anticipated changes. Once approved, they will be presented to the City for approval. The Fee Accountant will also use these budgets to prepare the Public Housing Budget for HUD in the HUD prescribed format. We are no longer required to prepare Section 8 budget for HUD because they require us to report expenses and voucher utilization on a monthly basis and use that information to determine our level of funding.

SB

HOUSING SECURITY DEPOSITS (172)	
Balance 7/1/17	39,950.33
Re-estimated Revenue	9,900.00
Re-estimated Expense	9,250.00
Balance 7/1/18	40,600.33
Estimated Revenue	9,900.00
Estimated Expense	9,250.00
Balance 7/1/19	41,250.33

ACCOUNT USED FOR MONEY RECEIVED FROM PUBLIC HOUSING RESIDENTS FOR SECURITY DEPOSITS.

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	693.46	872.82	800.00	489.99	900.00	900.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	5,832.00	7,371.72	9,000.00	2,813.00	9,000.00	9,000.00
172-910-4830 TRANSFER IN-PUB HOUSING S	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	6,525.46	8,244.54	9,800.00	3,302.99	9,900.00	9,900.00
172-532-6437 INT REFUND-PUB HOUSING SE	117.25	201.38	250.00	26.75	250.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	5,810.00	7,750.00	9,000.00	2,750.00	9,000.00	9,000.00
172-910-6910 TRANSFER OUT-PUB HOUSING	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	5,927.25	7,951.38	9,250.00	2,776.75	9,250.00	9,250.00
Report Total	598.21	293.16	550.00	526.24	650.00	650.00

SD

1/29/2018

CHARLES CITY PUBLIC HOUSING (173)	
Balance 7/1/17	2,435,817.75
Re-estimated Revenue	790,500.00
Re-estimated Expense	766,139.00
Balance 7/1/18	2,460,178.75
Estimated Revenue	783,000.00
Estimated Expense	775,355.00
Balance 7/1/19	2,467,823.75

BUDGET FOR CEDAR TERRACE NORTH, SOUTH AND MORNINGSIDE.

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-4300 INTEREST-PUBLIC HOUSING	32,618.40	42,759.98	40,000.00	23,074.34	45,000.00	45,000.00
173-532-4504 FRAUD-PUBLIC HOUSING	1,797.95	6,085.49	4,000.00	1,379.34	4,000.00	4,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	482,071.70	485,677.16	500,000.00	281,102.00	500,000.00	500,000.00
no flat rent increase for 2018 173-532-4507 EXCESS UTILITY-PUBLIC HOUS	8,828.00	5,026.00	.00	.00	.00	.00
FY18 and FY19 no longer charging to compensate for large increase in flat rents 2015-2017						
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	11,493.01	10,046.00	12,000.00	5,320.25	12,000.00	12,000.00
173-532-4710 REIMBURSED EXP-PUBLIC HOUS	19,043.42	3,403.29	2,000.00	508.25	2,000.00	2,000.00
173-532-4781 OPER SUBSIDY-PUBLIC HOUSING	208,435.00	202,793.00	220,000.00	104,895.00	220,000.00	220,000.00
173-910-4830 TRANSFER IN - PUBLIC HOUS	.00	.00	.00	.00	.00	7,500.00
FY 18 re-est transfer in from General for Nitro 7500						
TOTAL REVENUE	764,287.48	755,790.92	778,000.00	416,279.18	783,000.00	790,500.00
173-532-6010 SALARY - PUBLIC HOUSING	87,021.66	88,613.20	88,802.00	52,884.97	91,033.00	88,802.00
173-532-6040 OVERTIME SALARY-PUBLIC HOUS	.00	31.12	2,000.00	.00	2,000.00	2,000.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	5,942.25	5,997.07	6,947.00	3,525.16	7,117.00	6,947.00
173-532-6130 IPERS - PUBLIC HOUSING	7,737.44	7,883.73	8,109.00	4,692.53	8,782.00	8,109.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6150 HEALTH INS - PUBLIC HOUSI	29,990.28	36,744.96	40,052.00	22,503.53	44,350.00	40,052.00
173-532-6151 LIFE INS - PUBLIC HOUSING	311.52	360.83	326.00	220.16	350.00	350.00
173-532-6160 WORK COMP - PUBLIC HOUSIN	2,824.56	3,858.00	3,025.00	.00	4,400.00	4,000.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	53.11	53.15	600.00	16.57	55.00	55.00
173-532-6198 EMP BEN MAINT-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-532-6199 EMPLOYEE BEN-PUBLIC HOUSI	.00	.00	.00	.00	.00	.00
173-532-6230 STAFF TRAINING-PUBLIC HOU	4,847.17	2,519.21	5,000.00	410.19	5,000.00	5,000.00
173-532-6370 GAS - PUBLIC HOUSING	22,180.80	26,216.88	40,000.00	11,244.12	40,000.00	40,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	46,700.15	53,947.23	48,000.00	31,589.46	50,000.00	50,000.00
173-532-6374 WATER - PUBLIC HOUSING	17,792.68	17,192.00	19,000.00	11,010.78	19,000.00	19,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	21,285.25	21,173.60	25,000.00	12,335.95	25,000.00	25,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,730.51	2,822.08	3,000.00	1,880.00	3,000.00	3,000.00
173-532-6408 TORT LIABILITY - PUBLIC H	24,694.00	32,048.95	35,000.00	6,710.95	35,000.00	35,000.00
added flood insurance \$3000 FY18 173-532-6411						
LEGAL FEES - PUBLIC HOUSI	5,823.81	2,179.00	4,000.00	224.00	4,000.00	4,000.00
173-532-6415 COPIER LEASE - PUBLIC HOU	3,024.24	3,102.30	3,100.00	1,764.14	3,500.00	3,100.00
173-532-6420 CONTRACT SERVICES - PUBLI	18,508.04	28,116.61	35,000.00	12,360.43	40,000.00	35,000.00
contracting with state for investigations						

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6441 TENANT SERVICES-PUBLIC HO	2,166.22	895.81	2,000.00	166.81	2,000.00	2,000.00
173-532-6442 PILOT-PUBLIC HOUSING	35,483.15	39,202.70	41,000.00	37,840.52	40,000.00	37,841.00
173-532-6490 OTHER PROFESSIONAL SERV	34,000.00	.00	34,000.00	34,000.00	21,000.00	43,000.00
FY18 re-est 34000 pd in FY18 for FY17 9000 for FY18 (Police 4000, Accting 5000)						
F19 Police 16000 Acct 5000						
173-532-6516 REFUNDS-PUBLIC HOUSING	82.00	353.00	1,000.00	10.00	1,000.00	1,000.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	33,072.49	35,458.02	35,000.00	16,879.44	35,000.00	35,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	68,763.33	68,297.04	75,000.00	50,108.80	75,000.00	75,000.00
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	.00	.00	40,000.00	15,000.00	40,000.00	55,000.00
FY18 trade Nitro and get new truck, plow and mower						
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	.00	.00	.00	.00	60,000.00	.00
FY19 door locks - using cash reserves						
173-536-6010 SALARY - PH MAINT	79,852.22	93,447.55	98,643.00	80,859.81	85,000.00	105,000.00
173-536-6040 OVERTIME SALARY - PH MAIN	4,301.61	4,858.43	5,000.00	1,622.01	5,000.00	5,000.00
173-536-6110 FICA - PH MAINT	6,119.96	7,126.85	7,929.00	6,040.48	6,885.00	7,929.00
173-536-6130 IPERS - PH MAINT	7,397.71	8,678.37	8,899.00	6,686.38	8,496.00	8,899.00
173-536-6150 HEALTH INS - PH MAINT	16,620.60	21,156.84	36,750.00	13,898.39	9,457.00	17,000.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-536-6151 LIFE INS - PH MAINT	100.44	159.03	200.00	139.65	160.00	160.00
173-536-6160 WORK COMP - PH MAINT	2,718.24	2,694.00	2,181.00	.00	2,800.00	2,700.00
173-536-6170 UNEMPLOYMENT - PH MAINT	62.36	66.45	550.00	40.05	70.00	70.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	450.00	450.00	900.00	1,125.00	900.00	1,125.00
173-536-6412 HEALTH SERVICES- PH MAINT	.00	818.00	1,000.00	.00	.00	.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	.00	.00	.00	.00	.00	.00
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TOTAL EXPENSES	592,657.80	616,522.01	757,013.00	437,790.28	775,355.00	766,139.00
Report Total	171,629.68	139,268.91	20,987.00	21,511.10-	7,645.00	24,361.00

651

HOUSING-SECTION 8 VOUCHER (174)	
Balance 7/1/17	116,305.40
Re-estimated Revenue	813,300.00
Re-estimated Expense	805,284.00
Balance 7/1/18	124,321.40
Estimated Revenue	868,800.00
Estimated Expense	837,151.00
Balance 7/1/19	155,970.40

SECTION 8 VOUCHER PROGRAM PROVIDES RENTAL ASSISTANCE TO FAMILIES ON THE OPEN MARKET THROUGH PRIVATE LANDLORDS. CHARLES CITY HAS AUTHORITY TO LEASE 208 UNITS.

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8	1,360.32	1,914.34	1,500.00	935.12	1,800.00	1,800.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	4,211.00	6,360.00	5,000.00	1,136.00	5,000.00	5,000.00
174-533-4505 HUD CONTRIB-SEC 8	565,186.00	613,936.00	630,000.00	447,367.00	750,000.00	700,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	91,887.00	93,951.00	100,000.00	60,120.00	110,000.00	105,000.00
174-533-4710 REIMBURSED EXP-SEC 8	1,192.00	.00	1,000.00	1,022.00	1,000.00	500.00
174-533-4715 REFUNDS-SEC 8	.00	185.00	1,000.00	.00	1,000.00	1,000.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	.00	.00	.00
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TOTAL REVENUE	663,836.32	716,346.34	738,500.00	510,580.12	868,800.00	813,300.00
174-533-6010 SALARY - SEC 8	35,983.61	35,244.91	38,058.00	20,709.20	39,017.00	38,058.00
174-533-6040 OVERTIME SALARY - SECTION	.00	34.09	1,000.00	.00	1,000.00	1,000.00
174-533-6110 FICA - SECTION 8	2,464.32	2,396.50	2,988.00	1,397.02	3,061.00	2,988.00
174-533-6130 IPERS -SECTION 8	3,207.10	3,144.96	3,488.00	1,840.12	3,778.00	3,488.00
174-533-6150 HEALTH INS - SECTION 8	19,993.52	15,747.84	17,165.00	9,644.39	19,007.00	17,165.00
174-533-6151 LIFE INS - SECTION 8	207.71	167.05	250.00	111.18	175.00	175.00
174-533-6160 WORK COMP - SECTION 8	1,126.20	.00	2,035.00	.00	2,238.00	2,035.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6170 UNEMPLOYMENT - SECTION 8	35.39	35.44	400.00	11.03	75.00	75.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	350.00	546.54	1,500.00	3,267.34	2,000.00	4,000.00
174-533-6380 UTILITY ALLOT - SECTION 8	15,673.00	12,783.00	15,000.00	9,829.00	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,830.00	2,830.00	3,500.00	1,730.00	4,000.00	4,000.00
174-533-6411 LEGAL-SEC 8	.00	3,000.00	1,000.00	.00	1,000.00	1,000.00
174-533-6420 CONTRACT SERVICES - SECTI	6,465.00	9,798.70	8,000.00	4,575.32	10,000.00	10,000.00
174-533-6423 SPECIAL SERVICE - SECTION	.00	.00	300.00	.00	300.00	300.00
174-533-6440 ENHANCED VOUCHER	.00	17,297.00	16,000.00	11,913.00	16,000.00	16,000.00
174-533-6443 HOME OWNERSHIP VOUCHER	.00	4,562.00	6,000.00	2,385.00	6,000.00	6,000.00
174-533-6444 PORTABILITY VOUCHER	.00	38,719.76	40,000.00	98,311.92	150,000.00	150,000.00
large increase in portability billing 174-533-6445 HC VOUCHER PAY-SEC 8	562,723.80	533,227.24	503,000.00	339,107.06	550,000.00	520,000.00
received added vouchers 174-533-6490 OTHER PROF SERVICES-SECTI	5,000.00	.00	5,000.00	5,000.00	10,000.00	10,000.00
FY18 re est 5,000 paid in FY17/18 for FY16/17 5000 for FY18 (1,000 police 4000 acctng)						
FY19 police 6000 acctng 4000 174-533-6516 REFUND INTEREST-SEC 8						
	.00	.00	.00	.00	.00	.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6518 SUNDRY-OFF EXP-SEC 8	5,447.72	4,523.81	4,000.00	1,363.69	4,500.00	4,000.00
174-910-6910 TRANSFER OUT - SECTION 8	.00	.00	.00	.00	.00	.00
<hr/>						
TOTAL EXPENSES	661,507.37	684,058.84	668,684.00	511,195.27	837,151.00	805,284.00
Report Total	2,328.95	32,287.50	69,816.00	615.15-	31,649.00	8,016.00

USD

1/29/18

2016 CAPITAL FUND (326)	
Balance 7/1/17	0.00
Estimated Revenue	140,800.00
Estimated Expense	140,800.00
Balance 7/1/18	0.00
Estimated Revenue	
Estimated Expense	
Balance 7/1/19	0.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
326-530-4410 ADVANCE-2016 CAPITAL FUND	.00	33,333.44	.00	26,281.39	.00	140,800.00
326-910-4830 TRANSFER IN - 2016 CAP PR	.00	.00	.00	.00	.00	.00
<hr/>						
TOTAL REVENUE	.00	33,333.44	.00	26,281.39	.00	140,800.00
<hr/>						
326-530-6405 FEES/COSTS(1430)'16 CAP F	.00	.00	.00	.00	.00	.00
326-530-6452 ADMIN(1410)	.00	.00	.00	.00	.00	.00
326-530-6504 NON-DWELLING EQUIPMENT(14	.00	.00	.00	.00	.00	.00
326-530-6505 DWELLING EQUIP(1465)	.00	.00	.00	.00	.00	.00
326-530-6753 DWELL STRUCT(1460)'16 CAP	.00	.00	.00	5,853.39	.00	46,157.00
326-530-6754 NON DWELLING STRUCTURE(14	.00	.00	.00	.00	.00	67,990.00
326-530-6755 SITE IMPROVE(1450)'16 CAP	.00	27,168.75	.00	20,428.00	.00	20,488.00
326-530-6762 OPERATIONS(1406)	.00	.00	.00	.00	.00	.00
326-530-6763 MNGMNT IMPROVE(1408)'16 C	.00	6,164.69	.00	.00	.00	6,165.00
326-910-6910 TRANSFER OUT - 2016 CAP P	.00	.00	.00	.00	.00	.00
<hr/>						
TOTAL EXPENSES	.00	33,333.44	.00	26,281.39	.00	140,800.00
<hr/>						
Report Total	.00	.00	.00	.00	.00	.00

WJ

2017 CAPITAL FUND (327)	
Balance 7/1/17	0.00
Estimated Revenue	145,962.00
Estimated Expense	145,962.00
Balance 7/1/18	0.00
Estimated Revenue	
Estimated Expense	
Balance 7/1/19	0.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
327-530-4410 ADVANCE	.00	.00	135,000.00	.00	.00	145,962.00
327-910-4830 TRANS IN-2017 CAP PROJ	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	135,000.00	.00	.00	145,962.00
327-530-6405 FEES AND COSTS (1430)	.00	.00	.00	.00	.00	.00
327-530-6452 ADMIN(1410)	.00	.00	.00	.00	.00	.00
327-530-6504 NON-DWELLING EQ (1475)	.00	.00	.00	.00	.00	.00
327-530-6505 DWELLING EQUIP (1465)	.00	.00	.00	.00	.00	.00
327-530-6753 DWELL STRUCT(1460)'17 CAP	.00	.00	100,000.00	.00	.00	145,962.00
327-530-6754 NON DWELLING STRUCTURE (1	.00	.00	.00	.00	.00	.00
327-530-6755 SITE IMPROVE(1450)'17 CAP	.00	.00	35,000.00	.00	.00	.00
327-530-6762 OPERATIONS (1406)	.00	.00	.00	.00	.00	.00
327-530-6763 MANAGEMENT IMPROVEMENT (1	.00	.00	.00	.00	.00	.00
327-910-6910 TRANS OUT-2017 CAP PROJ	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	135,000.00	.00	.00	145,962.00
Report Total	.00	.00	.00	.00	.00	.00

35

699

2018 CAPITAL FUND (328)	
Balance 7/1/17	0.00
Estimated Revenue	150,000.00
Estimated Expense	150,000.00
Balance 7/1/18	0.00
Estimated Revenue	
Estimated Expense	
Balance 7/1/19	0.00

BUDGET WORKSHEET
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
328-530-4410 ADVANCE	.00	.00	.00	.00	150,000.00	.00
328-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	.00	.00	150,000.00	.00
328-530-6405 COURT & RECORDING FEES	.00	.00	.00	.00	.00	.00
328-530-6452 ADMIN	.00	.00	.00	.00	.00	.00
328-530-6504 MINOR EQUIPMENT	.00	.00	.00	.00	.00	.00
328-530-6505 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
328-530-6753 DWELLING STRUCTURE	.00	.00	.00	.00	100,000.00	.00
328-530-6754 HOUSING PROJECT	.00	.00	.00	.00	50,000.00	.00
328-530-6755 HOUSING PROJECT	.00	.00	.00	.00	.00	.00
328-530-6762 OPERATIONS	.00	.00	.00	.00	.00	.00
328-530-6763 MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00	.00
328-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	.00	.00	150,000.00	.00
Report Total	.00	.00	.00	.00	.00	.00

37

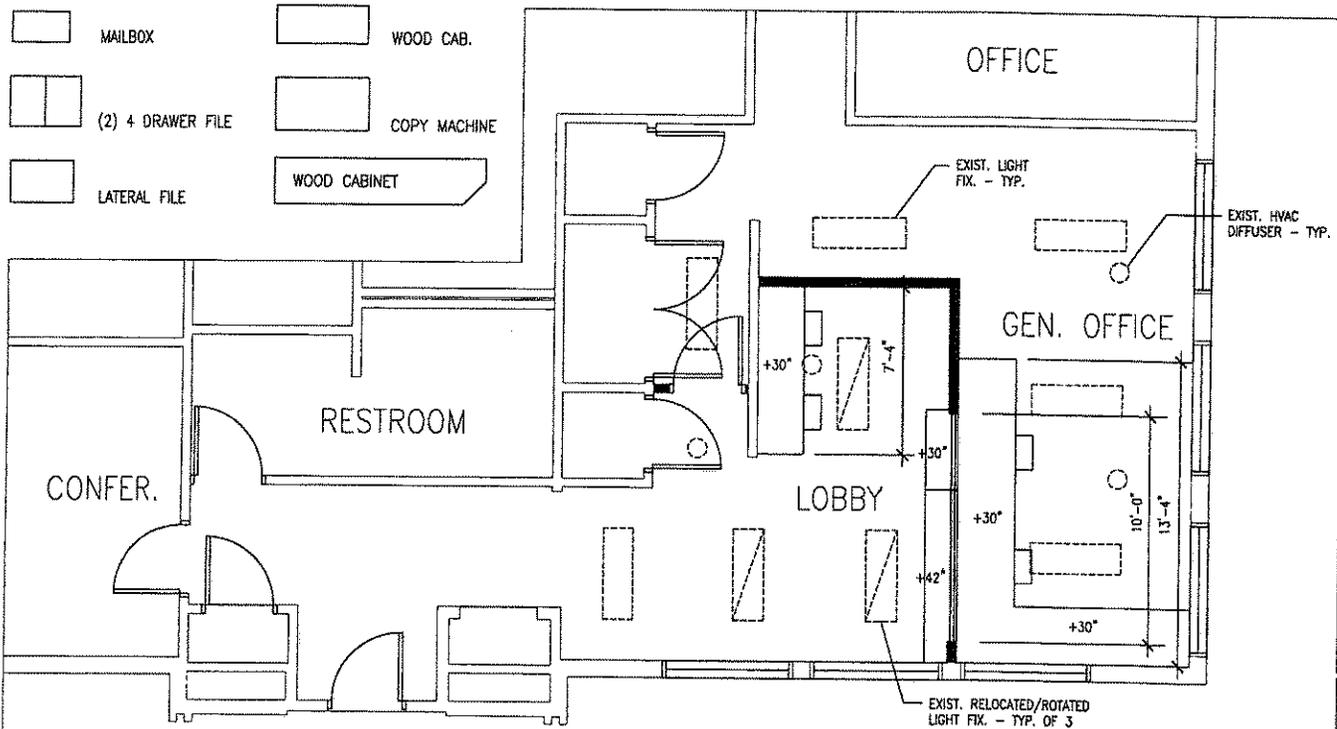
REQUESTED ACTION: Review quotes received for the Office Renovation Project and approve contract

Comments: We have requested quotes for renovating the front office and lobby. The changes being made involve installing a full locked door to the back offices, moving Julie's work area to the left where the counter currently is, putting up a wall where her work station is, and installing a glass partition between her work area and the lobby. There will also be a desk installed in the lobby where applicants can fill out applications. A copy of the plans is attached.

The glass partition will be installed as a second phase of the project and will not be under the contract for the initial phase. We wanted to have the walls and desk in place before the measurements were taken for the glass.

We are expecting to receive quotes from two contractors and they will be available at the meeting.

-  MAILBOX
-  WOOD CAB.
-  (2) 4 DRAWER FILE
-  COPY MACHINE
-  LATERAL FILE
-  WOOD CABINET



OPTION A FLOOR PLAN - REV. 2

SCALE: 1/4" = 1'-0"

SA
SKOTT & ANDERSON ARCHITECTS
 2800 4th Street SW Suite 6
 Acron City, Iowa 50001
 Phone: (649) 234-8899
 Fax: (649) 234-1517
 www.skottanderson.com

CCHRA - ADMIN. OFFICE RENOVATION
 CHARLES CITY, IA

Date	JAN 5, 2018
Revisions	Mark Data
Project #	042 One file
Sheet Title	A.1.2
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MEETING DATE: 02/15/2018

RE: Review Proposals for New Copier and
Technical Support

REQUESTED ACTION: Review proposals to determine which copiers to demo.

Comments: Our contract is up with Marco on our current copier in July and it is time to upgrade to a different copier. We haven't had too many issues with it, but the technician has told us that it will not be supported for much longer. We have gotten proposals from Advanced Systems, Marco, and Koch Brothers. Each of the proposals is slightly different.

A tabulation containing the terms of the contracts is attached. All three companies offer State of Iowa pricing. If we were to go with Advanced Systems, we would still have to pay for the remainder of the Marco contract for the printers. This would amount to about \$400.00

Company/ Copier Brand	Lease Term	Monthly Lease Fee	Prints Included	Overage Charges	**Additional Equipment	Additional Costs	Additional Services	Total Monthly Cost*
Marco Minolta Bizhub C458	60- Month	\$233.36	6,900 BW 200 Color	BW \$.008 Color \$.08	All printers under separate Agreement	\$74.20 less color printer		\$307.56
Advanced Systems Canon IR 5055	60- Month	\$235.86	7,000 BW 0 Color	BW \$.0104 Color \$.045	All printers leased under same contract	None	1-year Help Desk Support	\$235.86
Koch Brothers Lanier MP C3004ex	60- Month	\$241.75	Copier 7,250 BW 0 Color <hr/> Printers 4,350 BW 300 Color	Copier BW \$.008 Color \$.05 <hr/> Printers BW \$.03 Color \$.15	Office printers under Separate contract	\$64.84	Includes buyout of current contracts	\$306.59

* Monthly costs exclude any overage charges

** Existing printer agreement expires 12/2018

REQUESTED ACTION: Approve transitioning to Triennial Reexaminations.

Comments: The Fixing America's Surface Transportation Act, or the FAST Act was signed into law on December 4, 2015. Section 78001 of that Act modified the 1937 Act to allow public housing authorities to perform full income recertifications for families with 90 percent or more of their income from fixed-income sources every three years instead of annually. On December 12, 2017 HUD released an interim final rule that implements the triennial recertifications. Because HUD was accepting comments to the rule until January 11, 2018, it doesn't go into effect until March 12, 2018. At that point, they will consider the comments received and issue a final rule based on those comments. Because this affects how we will be calculating income, it is considered a significant deviation from our Annual Plan and requires a public hearing. A public hearing has been set for March 15, 2018. The change to the Annual Plan will require a board resolution, which will be acted upon after the hearing.

We are anticipating a significant reduction in staff time by adopting the change. This will affect approximately 25% of our program participants. We would still be required to calculate the files every year, but it eliminates the in-person interview. Under the Act we would:

- verify income at admission and every three years thereafter
- apply any published cost of living adjustment (COLA) in years two and three
- verify any non-fixed income in years two and three, if more than 10 percent of total income

Participants could request a full reexamination in years two and three if they had any significant changes to medical expenses or other variables. Once the rule becomes final, HUD will issue more specific guidance.

Election of Officers

Chairperson.

_____ moved to nominate _____ as
Chairperson. _____ seconded the motion. _____
moved that all nominations cease and _____ seconded
the motion. Roll call: Heyer, Klemesrud, Coulson, Tyler, Miller.

Vice-Chairperson.

_____ moved to nominate _____ as Vice-
Chairperson. _____ seconded the motion.
_____ moved that all nominations cease and
_____ seconded the motion. Roll call: Miller, Coulson,
Tyler, Klemesrud, Heyer.

BY-LAWS
OF
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF CHARLES CITY, IOWA

ARTICLE I
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as "the Authority."

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3rd Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a formal roll call vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. New business;
- g. Unfinished business;
- h. Executive Director's Report;
- i. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

ARTICLE III Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

ARTICLE IV
Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V
Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

Adopted Revisions, Resolution No. 03-15 03/19/2015
Adopted Revisions, Resolution No. 03-14 03/20/2014
Adopted Revisions, Resolution No. 02-09 02/19/09
Adopted Revisions February 2006

Adopted Revisions June 2002
Adopted Revisions, Resolution No. 01-01 02/15/01
Adopted by Resolution No.116-96 06/11/96